

AVOID MULTIPLE COURT APPEARANCES

If you intend to plead **NOT GUILTY** to the ticket:

1. Complete this form and mail at least TEN (10) work days before the date set for your court appearance noted on the bottom half of the front side of this ticket (Court Place/Date section).
2. Indicate what kind of trial you want—mark only one box, complete the address section below and follow the mailing instructions in number 3 below.

I WISH TO PLEAD NOT GUILTY AND REQUEST:

- A. Trial by Judge
 B. Trial by Jury

A new appearance date will be set and you will be notified of the time and date of trial. **Do not come to the court until you are notified.** When you are notified, you should come to court prepared for trial and bring any witnesses you may have.

NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER _____

3. Mail this form to the Clerk of the Court, Traffic Section, at the address noted in the "Court Place/Date" section on the bottom half of the front side of this ticket.

DO NOT MAIL TO THE POLICE DEPARTMENT.

GUILTY PLEA

If you intend to plead **GUILTY** to the ticket and No Court Appearance is Required:

1. Complete this form.
2. Mail this form, together with the fines and costs to the Clerk of the Court, Traffic Section, at the address noted in the "Court Place/Date" section on the bottom half of the front side of this ticket. You must mail this completed form, with all fines and costs, **no earlier than Ten (10) work days** after the ticket was issued (noted on the top half of the front side of the ticket), **and no later than three (3) work days** before the court appearance date (noted on the bottom half of the front side of the ticket in the "Court Place/Date" section).

Fines and Costs

The fine and costs where court appearances are not required are:

- (a) \$120.00 for all complaints, except (b) and (c) below;
- (b) \$60.00 for seat belt violations cited under 625 ILCS 5/12-603.1;
- (c) \$140.00 for speeding more than 20 mph but not more than 25 mph over the limit.

NOTE: Payment must be by cash, money order, certified check, bank draft, or traveler's check unless otherwise authorized by the clerk of the court. (DO NOT SEND CASH IN THE MAIL; use cash only if paying in person.)

PLEA OF GUILTY AND WAIVER

I, the undersigned, do hereby plead guilty to the charge noted on the front side of this ticket. I understand my right to a trial, that my signature to this plea of guilty will have the same force and effect as a judgment of court and that this record will be sent to the Secretary of State of this State (or of the State where I received my license to drive). I hereby PLEAD GUILTY to the said offense on this ticket, GIVE UP my right to trial, and agree to pay the penalty required.

DEFENDANTS SIGNATURE _____ DATE _____

MAILING ADDRESS _____ STREET _____